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Approved For Release 2001/09/05 : CIA-RDP81-00142R000500060008-6

DD/1-78-1378/28

19 October 1978

DD/A Registry

File *Personnel-12*

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

FROM : [REDACTED] 25X1A  
DDA Career Management Officer

SUBJECT : Uniform Promotion System

1. The attached memorandum from the Director of Personnel is forwarded for your information.

2. Please note that the monitoring of effective dates of promotion is now the responsibility of the component preparing the personnel action.

[REDACTED]

25X1A

Attachment  
As stated

Distribution:

Orig - D/OC

1 - Each Add Adse

1 - DDA subj

1 - DDA chrono

1 - DDA/CMO chrono

DDA/CMO [REDACTED] jls (19 Oct 78)

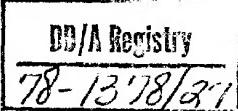
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16 OCT 1978

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, Executive Career Service Board

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Uniform Promotion System

REFERENCE : Memo for DDCI fr D/Pers dtd 3 Jul 78 same subj.

1. The procedures for the Uniform Promotion System have been reviewed and the policy not to delay promotions because of imminent within-grade increases dates is rescinded. The effective date of a promotion for an employee in any grade may be delayed up to 90 days to take advantage of an upcoming within-grade increase. The effective date of a promotion may also be delayed when there are problems of available headroom.

2. Components preparing the personnel actions are responsible for establishing the effective date of promotion.

F. W. M. Janney

STATINTL

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3 JUL 1973

Executive Rec 177

78-5168/9

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : P. W. M. Janney  
Director of Personnel

SUBJECT : Uniform Promotion System

REFERENCE : Multi adse memo fr DDCI  
same subject

1. Action Requested: Paragraph 4 contains recommendations for your approval in connection with subject promotion system.
  2. Background: Reference advised the Heads of the respective Career Services of the establishment of a uniform promotion system in the Agency and that the Office of Personnel would work with the Career Services to develop an Agency-wide promotion schedule.
  3. Staff Position: It is the general feeling of the Career Services that in order to have available the most current performance data for evaluation and ranking exercises, the promotion schedule should be as closely aligned to the Fitness Report schedule as possible. We propose that 120 days after the completion of the Fitness Report period be provided for Career Service Panel action and Office of Personnel implementation of the recommendations, with the promotions to be effective the first pay period thereafter.

The current Fitness Report schedule does not provide for an even distribution of workload during the year, nor more importantly, does it provide a sequence of grade levels of promotion to provide the advantages of maximum available headroom, which includes for the more senior grades the benefits of the normal attrition cycle. A revised Fitness Report schedule has been developed which programs the promotion cycle to take advantage of all possible benefits of headroom availability and is acceptable to all the Career Services except the DDO. The panel structure and evaluation schedule which is the basis for the DDO system cannot be adjusted to fit the Fitness Report schedule and the 120 day working period. Various adjustments were tried, including a 150 day

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working period, but none are acceptable. The DDO has proposed that they be allowed to establish their own Fitness Report schedule (which they now have) and timing for panel evaluations and rankings, but would meet the Agency promotion dates. This has the disadvantage of having differing evaluation periods for the employees of the different Career Services, albeit if the proposal below for optional semi-annual promotion is acceptable, this may not be significant. Rather than penalize all the Career Services by depriving them of the progressive advantages of sequential promotion schedules, we recommend the DDO proposal be approved. One other group in all grades will also have a different evaluation period. These are the employees in the three-year trial period who receive Fitness Reports on a time schedule, rather than grade, to insure appropriate review and evaluation prior to completion of the various segments of the period.

In making the studies for the promotion rates and development of the revised schedules, it became apparent that one annual promotion review of all grades would be unduly restrictive and could impact unfavorably on employees in certain professional grades and in the clerical/secretarial category where promotion is customarily associated with the grades of the position occupied and/or where attrition is normally at a level which allows for a significant number of promotions during the year. Professional personnel entering on duty in grades GS-07 and GS-09, particularly in NFAC, would be seriously affected by being limited to an annual schedule for these lower grades.

It should be noted that in establishing a uniform promotion schedule, a change in the Agency policy for considering periodic step increase (PSI) due dates in establishing effective promotion dates will be required. It has been the practice to delay the effective date of promotion when a PSI is due within a reasonable period of time, normally four bi-weekly pay periods, to take advantage of the additional pay level. To continue such a policy would adversely affect common dates of promotion and we propose, therefore, that effective with the fiscal year 1979, no consideration will be given to due dates of PSIs in establishing the effective date of promotion. This would have only a one-time impact on each employee.

4. Recommendations: It is recommended that

- a. The revised Fitness Report schedule be established for all Career Services except DDO and be effective 1 October 1978. The DDO will meet the uniform promotion dates.

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b. The policy of delaying promotions to take advantage of PSIs be discontinued with implementation of the common promotion date for each grade.

c. There be no established schedule for promotion through GS-06 and the components be free to promote employees as merited, within the Career Service criteria for promotion, panel evaluation, overall Career Service headroom and the availability of properly graded positions.

d. Dependent on individual Career Service personnel and grade structure, permit semi-annual promotion exercises for:

- (1) All secretarial and clerical personnel above grade GS-06.
- (2) Professional and technical personnel in grades GS-07 through GS-11.
- (3) Professional and technical personnel in grades GS-12 through GS-15.

The Career Service could elect an option for any one or all of the groups, and establish them for any one or all of its Career Service Subgroups. The initial promotion exercise would be keyed to the Fitness Report schedule with the second review and exercise six months later.

(Sgd.) F. W. M. Janney

F. W. M. Janney

Attachment

APPROVED : /s/ Frank C. Carlucci  
Deputy Director of Central Intelligence      12 JUL 1978  
\_\_\_\_\_  
Date

DISAPPROVED:  
Deputy Director of Central Intelligence      \_\_\_\_\_  
\_\_\_\_\_  
Date

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM  
UNCLASSIFIED CONFIDENTIAL SECRET

### OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1			
2			
3	A/DDA	18 OCT 1978	bg
4	DDA	18 OCT 1978	
5			
6	CMD		
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

Has DDCI ok'd this?  
BG

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:	EXTENSION	NO.
F. W. M. Janney Director of Personnel 5E 58 Hqs.		
TO: (Officer designation, room number, and building) <i>DDA/CMO Secr</i>	DATE <i>10/17</i>	25X1A DATE 16 OCT 1978
STATIN L1. Executive Officer to the DDA	RECEIVED / FORWARDED	OFFICER'S INITIALS <i>3</i>
STATIN L3. Associate Deputy Director for Administration		
STATIN L5. Deputy Director for Administration		7
7. <i>DDA/CMO</i>		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

To 1, 3, and 5:

The attached was received just this morning and establishes new ground rules for effective dates of promotions. This came about in response to some questions posed by this office last week.

Please return this package so that we may officially notify the DDA sub-groups.

Attachment  
As stated